



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Multiple Positions
3	Posting Number	Legal Title Examiner
4	Department	PN# 104594
5	Division	Legal
6	Section	Revenue & Compliance
7	Reporting Location	N/A
8	Workdays & Hours	900 Bagby, Suite 300* M-F, 8 A.M - 5 P.M*
*Subject to change		
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Perform routine and moderately complex title research (lot/block and acreage), and evaluate the record of title information related to real property, identifying any areas of deficiency in the real property documentation. Prepare formal title reports regarding the nature and state of the property title, reservations, and liens. Skip tracing using available resources to provide notice to the record owner(s), lien holder(s) and all other interested persons. Ability to review and interpret bankruptcy filings, probate proceedings, court proceedings and miscellaneous filings to determine the impact on the state of the property title.	
10	<u>WORKING CONDITIONS</u> The position is physically comfortable.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Business Administration or a related field. Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Three (3) years of experience in examining titles of real property are required. Experience in title examination may be substituted for the education requirement on a year-for-year- basis.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None	
14	<u>PREFERENCES</u> Three (3) or more years of experience.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None However, the Department may administer a skill assessment evaluation.	
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range – Pay Grade 16 \$946.00 - \$1279 Bi-Weekly \$24,596 - \$33,254 Annually</div>	
18	<u>OPENING DATE</u>	May 18, 2005
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9496. An equal opportunity employer	